



U.S. Department
of Transportation

800 Independence Ave, S.W.
Washington, D.C. 20591

**Federal Aviation
Administration**

September 21, 2009

TO ALL POTENTIAL OFFEROR(S)

Dear Sir or Madam:

Enclosed is a copy of the Screening Information Request (SIR) #DTFAWA-09-R-00059 for the Office of the Assistant Administrator for Human Resources. The Federal Aviation Administration (FAA) anticipates that this SIR will result in the award of multiple blanket purchase agreements (BPAs) to Offeror(s) found to be technically qualified/capable to receive an award based on the requirements of the statement of work (SOW) and the stated evaluation criteria herein. Please understand, award of a BPA will allow those Offerors determined to be qualified/capable to then compete for individual search requirements, as they arise, via proposed Orders which the FAA will issue separately as described in Section 8 of the SIR, each time a requirement for such services arise.

The FAA anticipates that the contract type will be fixed price with a total potential period of performance of five years, i.e., one base year plus four one-year options.

The FAA will utilize a Tiered Evaluation for this procurement. The tiered evaluation process of evaluation is as follows:

a. General.

(1) Tiered evaluation of offers is a process by which FAA promotes small business participation while providing FAA a means to continue the procurement if small business participation is insufficient.

(2) A tiered evaluation of offers is used to promote competition in each tier of small business concerns while still allowing other than small business to participate without issuing another SIR.

(3) The tiers of small business concerns shall be considered prior to evaluating offers from other than small business concerns.

b. Utilizing Tiered Evaluations.

A tiered evaluation approached will be utilized in the evaluation of this procurement. Preference will be given to the following firms for Contract Award:

- i) Service Disabled Veteran Owned Small Business (SDVOSB)

- ii) 8(a) firm,
- iii) Small Business; and,
- iv) Other than Small Business

(3) Once offers are received, the CO will evaluate a single tier of offers according to the order of precedence specified in the SIR. If two or more, responsible, responsive offerors are not within the first tier, the evaluation will proceed to the next lower tier until award can be made. If only one responsible, responsive exists within the first tier, that offeror will be brought to the next tier until an award can be made.

(4) Price will not be numerically scored. The Contracting Officer must make a determination that the price is fair and reasonable prior to award. A price is “reasonable” if it does not exceed that which a prudent person would pay in conduct of a competitive business. When determining reasonableness, the FAA will perform a price analysis. However, as the assessment of technical proposals becomes closer among Offerors, price will become a more important consideration.

Each vendor must submit a Business Declaration Form with the Proposal.

At this time, the FAA plans to request proposals for both technical qualifications/capabilities (Part A) and prices (Part B). The FAA evaluation of these separate parts of an Offeror(s) proposal, however, will take place in two phases.

In the first phase, the evaluation of Part A of an Offeror’s proposal, or the technical qualifications/capabilities portion will be evaluated for purposes of screening those Offeror(s) who are determined technically qualified/capable to provide the services called for in the SOW, using the stated evaluation criteria. Offerors will be rated and ranked according to the evaluation criteria, and the FAA reserves the right to limit the number of BPAs it issues based on the most highly rated technical proposals. Until such time as the FAA makes the qualified/capable Offeror determination based on the evaluation of the technical proposals, the second phase (i.e., price proposal evaluations) will not be conducted. If, after evaluation of an Offeror’s technical qualifications/capabilities proposal, that Offeror is found to be NOT qualified*, no further evaluation will be conducted on that Offeror’s price proposal. If an Offeror is found to be qualified/capable and amongst the most highly rated, the FAA will then proceed to the second phase.

The second phase will be an evaluation of those Offeror’s Part B price proposal. The FAA reserves the right to award a BPA only to those vendors whose pricing is found to be fair and reasonableness and realistic. BPAs will be issued shortly after this second phase is completed.

The offeror(s) must submit an original and four complete copies of their proposal (technical and price volumes) no later than October 05, 2009 by 2:00PM, eastern standard time. The proposals shall include sufficient information for the FAA to conduct its evaluation in accordance with the criteria included with the SIR. Be advised, LATE AND/OR INCOMPLETE PROPOSALS WILL NOT BE EVALUATED.


Federal Aviation Administration
 Attn: Rodney Magee, Contracting Officer AJA-482
 800 Independence Avenue, SW, Room 400
 Washington, DC 20591

Also, the Offeror(s) must submit a completed business declaration form (see attached).

The terms and conditions included in this BPA apply to all purchases made pursuant to this BPA. In the event of any inconsistencies between the provisions of the BPA and individual task orders, the provisions of this BPA will take precedence.

Please be advised, the government will not pay for any proposal preparation costs associated with an Offeror(s) submission in response to this SIR.

If you have any questions and/or concerns, please contact the undersigned via email at Rodney.Magee@faa.gov by 2:00pm on September 25, 2009. My number is 202-267-7699..


Rodney Magee
Contracting Officer